



Staff Development and Training

The staff are Jesters most valuable resource, as it is only through their commitment and effort that good quality provision can be both established and maintained. We are therefore committed to providing good training and development opportunities for staff so that they are able to perform their roles both efficiently and effectively.

We recognise that regular training and monitoring of professional development is important for all staff. Staff development and training is vital because it allows staff to keep up to date with current thinking and practice about both play and child development issues. Additionally, with well-trained and motivated staff, the club is better able to meet the diverse and complex needs of children within its local community.

To ensure that staff development needs are being met, and that staff training and qualifications are meeting the requirements of the Club and the Statutory Framework for the Early Years Foundation Stage, we provide all our staff with:

- a thorough induction process
- a system of regular appraisals and reviews
- opportunities for training and professional development.

We also keep an up to date record of staff qualifications and maintain a training development plan. This will help to ensure that staff development needs are being met and that staff training and qualifications are meeting the requirements of the club, Ofsted and the National Standards.

Staff Inductions

Each new member of staff at Jesters receives a copy of all of the Club's policies and procedures. Within the first month of their employment, the manager will discuss the practical implications of the Club's policies and procedures with them. The new staff member will sign the Policy Confirmation Slip to confirm that they have read and understood the Club's policies.

All new staff will receive induction training which will include:

- Introduction to their colleagues, children and parents or carers
- Tour of the premises including: identification of all fire exits, location of first aid kit and fire safety equipment, and information about the emergency evacuation procedures; outside play areas, fire assembly points, collection points at the school, route from the school to the Club etc, and identification of any known hazards
- Thorough briefing about the Club's safeguarding and child protection policy and procedures and about our Equal Opportunities policy and ethos.
- Location of Club records and documentation, storage, toilets etc
- Overview of all aspects of the day-to-day management and running of the Club
- Explanation of the Club's obligation to comply with the Early Years Foundation Stage (EYFS)
- Explanation of the processes for appraisals, training and development, booking holidays, sickness absence, staffing rota, etc.

Appraisals, Supervision and Performance Plans

The main objective of the appraisal and supervision system is to review employees' performance and potential, and to identify suitable and appropriate training and development needs required to maintain excellence.

Appraisals will take the form of annual meetings between staff and the Club Manager or Director. They will be used to identify current knowledge, competencies and areas for future development and potential training needs.

Supervisions will take the form of regular monthly discussions between staff and the Club Manager and or Director, and will be an opportunity for reflecting on recent professional progress, as well as the targets set, and issues raised, during appraisals.

The Performance Review Process will be used to build up a Personal Development Plan for each member of staff that will feed into an overriding Service Development Plan.

Personal Development Planning is a continuous process to ensure that staff needs are both identified and acted upon as they arise. It is the joint responsibility of both the member of staff and Director/Club Manager to ensure that the plan is kept up to date and that all decisions are followed through. The Club Manager will keep a copy of this plan, but each staff member is also encouraged to keep a copy of their own Personal Development Plan, listing any training undertaken and additional skills gained since starting work at Jesters.

CPD Training and Learning Opportunities

Jesters will do all it can to support staff who are working towards improving their qualifications and training experience. All staff are encouraged to take responsibility for their own Continuing Professional Development (CPD)

It is the responsibility of both the member of staff and management to identify, strongly encourage and promote suitable learning and development interventions, both on and off the job for all the Jesters team..

- Specific training courses in ***First Aid, Food Hygiene, Safeguarding, and Health and Safety*** alongside pertinent internal training are obligatory and staff members must always attend such courses when requested.
- Staff with children in their key person groups who have additional needs will also be required to attend the following courses: ***Equal Opportunities and Special Educational Needs***.
- Support will be given, where possible, to help staff overcome any barriers to accessing such training and individuals will not suffer financially for any training that they are required to undertake.
- It is the Director/Club Managers responsibility to ensure that staff are kept up-to-date with recent legislation and are suitably enrolled on any courses that are necessary to fulfil the Club's legal responsibilities.

Staff Meetings

Staff meetings provide a forum in which staff can share information, solve problems and raise work issues. They are an opportunity to ensure that the service is delivering the

priorities and that the teams and individual members of staff are working in line with published strategic objectives add their statutory obligations.

Staff meetings will take a number of different forms. Dates for these meetings are generally agreed ahead of time to accommodate all the staff team, and to ensure everyone is able to attend. These are vital for clear communications and planning, along with offering staff support. The meetings are paid as a separate item to normal hours.